

***Excerpts from "Required Human Trafficking Prevention Training, Effective September 1, 2020:  
Accessing and Completing the HHSC-Approved "SOAR to Health and Wellness" Course"\****

The full document, Required Human Trafficking Prevention Training, Effective September 1, 2020: Accessing and Completing the HHSC-Approved "SOAR to Health and Wellness" Course, contains a detailed illustration of the steps for completing the course, discussed below.

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*\*This excerpted document is for informational purposes only and may not represent the most current images or information encountered when registering for and taking the SOAR to Health and Wellness course. Note that the most up-to-date version of this document may be accessed from the [License Renewal](#) and [Continuing Education](#) pages. Refer to the [Act and Rules](#) page for further information regarding the current OT Rules and adopted amendments concerning this new training requirement.*

## **Introduction to the new requirement (effective Sept. 1) and Brief Overview of How-to Take the SOAR to Health and Wellness Course**

**Note: To ensure they may renew, licensees are encouraged TO NOT wait until the last minute to complete this required training. One may complete this training any time during the current renewal period prior to renewal.**

*A more detailed illustration of this training, required to renew on or after September 1, 2020, appears in the full document. Previewing this may allow you to proceed through the process more efficiently and successfully.*

*Remember to consult the full document should you encounter issues during the training process to aid in a resolution.*

### **Basic Information**

HB 2059 of the last legislative session added the completion of a training course approved by the Health and Human Services Commission (HHSC) on the prevention of human trafficking as a condition for license renewal.

This document concerns "SOAR to Health and Wellness," the only course approved by HHSC so far to meet this requirement. No other course may be used to meet this requirement.

This is a free course. HB 2059 requires that HHSC approve at least one course available without charge.

### **Effective Date of this Training Requirement and Length of Approved Course**

As of September 1, 2020, in order to renew, an OT or OTA must complete training approved by HHSC on the prevention of human trafficking. This is a CE requirement for all license statuses and is required to restore a license.

The Board's adopted rules (effective September 1, 2020) do not require that licensees complete a specific number of hours of training as HB 2059 does not set a specific number. If the course is approved by HHSC to meet the training requirement, then the number of hours of the completed course would be sufficient.

The only approved course so far is a 1-hour course.

Until other courses are approved by HHSC, as of September 1, 2020, to renew an active or inactive status license, for example, 1 of the 24 hours of CE required for renewal must come from the "SOAR to Health and Wellness" course.

Once this requirement is in effect, the completion of an HHSC approved course on the prevention of human trafficking will be a CE requirement for each renewal period.

*This training is not required for renewals or restorations completed before September 1, 2020.*

### **Course Details**

The course itself has a duration of approximately 1 hour. Allot additional time to create an account and complete your profile and the pre- and final assessment. The certificate will be available upon completion of the final assessment, and the entire process (from account creation to certificate downloading and/or printing) may be completed in one session.

### **Certificate of Completion and Documentation Retention**

Documentation of this requirement per the adopted OT Rules is a certificate of completion or letter of verification. After completing the evaluation of the training, you will be able to download and then print your certificate. Review your certificate for required items such as your name, the name of the course, the date of completion, and hours completed.

The transcript TRAIN offers does not qualify as the required documentation.

Retain your certificate as you would any required CE documentation. Sec. 367.3(c) of the OT Rules requires that "The licensee is solely responsible for keeping accurate documentation of all continuing education requirements. Continuing education documentation must be maintained for two years from the date of the last renewal for auditing purposes."

Do not submit your certificate to the Board unless instructed to do so, for example, when responding to a CE Audit or restoring a license.

## Downloading and/or Printing the Certificate

When you renew, you attest to having met CE requirements, which as of 9/1/2020, will include having met this training requirement. Part of such is having the documentation of your CE. You are required to keep your CE documentation.

You are encouraged to download and/or print your certificate immediately. You will need to ensure that if you do ever need to print your certificate, you will be able to do so from the electronic form of the certificate you have kept. As noted, you are required to keep your CE documentation.

## How-To Snapshot

To complete this training, you will need to complete the following steps and follow further prompts throughout the registration and course process.

The steps below coincide with parts II-VII of the full document.

Once you have created your account, throughout the process, ensure you enroll in and complete the course "SOAR to Health and Wellness," ID 1087568. You will see the course name and ID number whenever you are on the TRAIN main page, for example.

This is currently the ONLY course that may be used to meet this requirement.

### **Basic Steps – Refer to Parts II-XI of the full document for more details and FAQs.**

1. Access the course and create an account with TRAIN, the SOAR to Health and Wellness course provider.

The course may be accessed from the link below (see also "Quick Links").

<https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training>

***When creating an account, if you do not have a Texas zip code, use the Board's, 78701. This will help ensure you access Texas's TRAIN site and not another state's.***

*Save your account login information and make note of the email address you associate with your account to facilitate accessing your TRAIN account in the future.*

2. Complete your account profile by resolving all profile alerts **with the exception of the "Manage Groups" alert.**

*You are encouraged TO NOT change or add any information under the "Manage Groups" area in your profile.*

*It is unlikely you will need to resolve that alert to complete the training if you entered a Texas zip code.*

*Further information about the "Manage Groups" alert may be found on page 7 of the full document.*

***You will need to complete the other alerts in the profile section. Part III of the full document addresses this.***

*You also DO NOT need to resolve the email notification alert.*

3. Take the training pre-assessment.
4. Complete the slides for the training, which include a brief pre-test and post-test.
5. Complete the final assessment.
6. Download and/or print and retain your certificate.

*TRAIN provides information concerning creating an account with another entity to obtain CE credit. This should not be necessary as the TRAIN certificate displays the number of hours of the training.*

## Quick Links

HHSC page to access the course link and create a TRAIN account: <https://hhs.texas.gov/services/safety/texas-human-trafficking-resource-center/health-care-practitioner-human-trafficking-training>

Logging back in to the TRAIN website (Direct Method): <https://www.train.org/texas/course/1087568/>

Logging back in to Train (Indirect Method): <https://www.train.org/main/welcome>

From the "Course Catalog" link from the left side of the screen, enter "1087568" in the search bar.

**Technical Support:** See further information in this document. Google Chrome may be the preferred browser; users may encounter issues when using Internet Explorer 11. The TRAIN site offers further information regarding technical specifications.

**Further Information:** On September 1, 2020 or soon thereafter, an updated PDF of the compiled OT Rules will be available and will include the Board's recent rule adoptions concerning this training. Text of the rule changes as proposed is available from the [Act and Rules](#) page. Refer to the full OT Act and Rules for further renewal and CE requirements. See [FAQs](#), as well.

## Technical Support

See the contact information below for technical support. Please note that support may not be available immediately.

Please review the full *Required Human Trafficking Prevention Training, Effective September 1, 2020: Accessing and Completing the HHSC-Approved "SOAR to Health and Wellness" Course* document to troubleshoot issues you may have had.

Questions concerning board regulations and this training should be addressed to the Board.

### Technical Support from HHSC: Preferred Support Method

Note that concerns regarding being locked out of your TRAIN account SHOULD NOT be directed to the email address below.

[human\\_trafficking@hhsc.state.tx.us](mailto:human_trafficking@hhsc.state.tx.us)

### TRAIN Texas Help Desk:

[TXTrain@dshs.texas.gov](mailto:TXTrain@dshs.texas.gov)

(512) 776-7336

### National Human Trafficking Training and Technical Assistance Center

See the "Contacts" tab from the "Soar to Health and Wellness" main page on TRAIN for information regarding contacting the center for issues regarding the course.

***Continue to the next page.***

## FAQs

*Note: Refer to the full document for further information and the full OT Act and Rules for further renewal and CE requirements. Note that the Board's rules regarding this training have been adopted, but will not be in effect until September 1, 2020. On September 1, 2020 or soon thereafter, an updated PDF of the compiled OT Rules will be available and will contain related rules. Until then, the text of the rules as proposed may be accessed from the [Act and Rules](#) page.*

### **Technical Support and Course Details**

#### **Technical Support?**

See [Technical Support](#).

#### **What is the cost for the course?**

The course is a free course.

#### **After I have created my TRAIN account, can I return to complete my profile and/or start the training at another session?**

It is anticipated that you will be able to do so, barring technological issues that may arise, etc.

Be sure, however, to download and/or print your certificate immediately after completing the course. Though it is anticipated that an individual will be able to access the certificate during another session after logging into TRAIN, such may be hazarded and/or prevented by technological issues or other issues that may arise.

### **Required Documentation**

#### **Where can I obtain my required CE documentation for this activity?**

You should download and/or print your certificate immediately after completing the course. The certificate of completion is accessible from your TRAIN account and the option to access the certificate will be available after you complete the final assessment.

Review your certificate for required items such as your name, the name of the course, the date of completion, and hours completed.

If you need to re-access your certificate, you may be able to go to the TRAIN site, log in, and print your certificate.

Refer to Part VII and Part VIII of the full document for further information. The transcript available on the TRAIN site DOES NOT meet CE documentation requirements. Remember to retain the certificate.

You do NOT need to follow further steps to create an account with another provider to obtain CE credit.

#### **Must I print my certificate or can I just download it?**

Please note the following, excerpted from Sec. 367.3 of the OT Rules.

(c) The licensee is solely responsible for keeping accurate documentation of all continuing education requirements. Continuing education documentation must be maintained for two years from the date of the last renewal for auditing purposes.

When you renew, you attest to having met CE requirements, which as of 9/1/2020, will include having met this training requirement. Part of such is having the documentation of your CE. You are required to keep your CE documentation.

After completing the evaluation of the HHSC approved course, TRAIN allows you to download the certificate of completion. You will need to ensure that if you do ever need to print your certificate, you will be able to do so from the electronic form of the certificate you have kept. As noted, you are required to keep your CE documentation.

**Do I have to send the Board my certificate?**

Retain your certificate as you would any required CE documentation. For example, Sec. 367.3(c) of the OT Rules requires that "The licensee is solely responsible for keeping accurate documentation of all continuing education requirements. Continuing education documentation must be maintained for two years from the date of the last renewal for auditing purposes."

Do not submit your certificate to the Board unless instructed to do so. For example, if you are randomly selected for an audit for a renewal period that required this training, then you would submit your certificate with the rest of your CE documentation. Likewise, individuals restoring a license expired one year or more would submit the documentation.

**General questions****My license isn't set to expire until the end of September 2020 or October 2020, but I'm planning to complete my renewal prior to September 1, 2020. Would the training be required for this renewal?**

The training is required for renewals on or after September 1, 2020. A renewal completed prior to September 1, 2020 would not require the training.

**When is the effective date for this new requirement?**

Completion of this training is a requirement to renew or restore on or after September 1, 2020, and this will be a CE requirement for each renewal period thereafter (i.e., this training must be completed each renewal period).

Renewals completed before September 1, 2020 would not require the training.

**Who needs to complete this training?**

All licensees of the Texas Board of Occupational Therapy Examiners must complete this training in order to renew a license of any status (including to change license status at the time of renewal) or to restore a license expired one year or more.

**When can I complete this training?**

Like all CE required for license renewal, the training must be completed during the current renewal period.

**I have already taken/will take a different course on the prevention of human trafficking. Can I use that to meet the HB 2059 human trafficking training requirement?**

No. The only course currently approved by HHSC to meet this training requirement is "SOAR to Health and Wellness," ID 1087568.

No other course, not even other SOAR courses, may be counted.

**If I take this course for my upcoming renewal, will I be able to take it again for the renewal after that to meet this training requirement?**

A specific approved training course may be repeated to meet this requirement for a subsequent renewal period. For example, if a licensee took a specific approved course for one renewal period to meet the training requirement for that renewal, the licensee could retake the approved course the next renewal period to satisfy the training requirement for that next renewal period.

**Further Information****Where can I find more information regarding this requirement?**

On or soon after September 1, 2020, an updated PDF of the compiled OT Rules will be available from the [Act and Rules](#) page and will include recently adopted changes to Chapter 367, Continuing Education, Chapter 370, License Renewal, and Chapter 371, Inactive and Retired Status, which will reflect these changes.

Text of the rule changes concerning this requirement as proposed are available from the [Act and Rules](#) page.

Refer to the full [Act and Rules](#) for further renewal and CE requirements.